



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Intern
Number of Vacancies	2
Working Place	Dhaka, Baridhara
Project Name	Scaling up Inclusive Climate Resilience of Vulnerable Communities through Locally Led Adaptation (ICRA) Scaling-up Extreme Poverty Graduation and Climate Change Resilience in Disaster Vulnerable Communities in Asia”
Programme Name	Climate Change Adaptation and Disaster Resilience
Employment Status	Full time
Contract Duration	Initially for six months.
Monthly Allowance	BDT 15,000/-
Other Allowance	Mobile bill, Tour allowance/Per-diem. No other benefits will be provided.
Reporting Line	Programme Coordinator - DRR & CCA

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world’s most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, and ECHO. Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild after that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct, and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We prioritize ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Main Duties & Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Administrative and operation support	<ul style="list-style-type: none"> Provide administrative and operational support to the programme. Facilitate the approval process of all project documents (such as PR, KYC, cash advance function, money requisition process, payment settlement, and bill adjustment) under the project, following IRB guidelines and policies as and where necessary. Support in projects and departmental financial resources management, efficient procurement, and logistical services as assigned. 	40%

	<ul style="list-style-type: none"> • Participate in team meetings and other events where necessary and take notes to prepare draft meeting minutes; • Support to project development, opportunity analysis, PP development, and other thematic and creative work. • Preserve and maintain up-to-date files of the projects and program department as well. • Support to organize events (meetings, training, workshops) by ensuring the logistics. • Support to ensure the travel arrangements including preparing TAF, PR, and so on for the programme team; • Maintain regular contact and coordination with field teams to collect documents for approval and prepare Notes for Records, Terms of Reference, and other documents. • Share approved documents with respective persons/ Field offices. • Coordinate with the procurement department and ensure procurements are done promptly. • Preservation of hard copies of the approved documents at IRCO. • Support to send different documents, and materials through courier to field offices. • Any other duties assigned by the management as and when required. 	
Research and Documentation	<ul style="list-style-type: none"> • Support program team to draft research questions, conduct literature review, Data collection, data analysis of different need assessments, baseline and end-line surveys. Post-distribution monitoring (PDM), and other planned activities such as various workshops and meetings. • Support program team in sourcing information and data for need assessment, surveys through KII, FGD, etc. • She will support the team in preparing case stories including capturing and collecting photos, videos, and field case stories. • Update relevant filing and documentation from time to time regularly. • Compile projects and program-related information/data from field offices and keep all the file/document records proactively. • Programme and project-related papers, reports & events with pictures to be documented properly. • Ensuring the compliance of all manuals and organizational policies for the project team with proper practice and record. • Maintain administrative/financial files and project documentation. • Archive All types of Documents, quarterly, interim, and final narrative reports as per the proposal and project need. • Archiving the project documents (hard copy and electronic copy) as per IR guidelines. 	<p>45%</p>
Other Requirements	<ul style="list-style-type: none"> • Supported the procurement of materials like requisition, follow-up, etc. • Ensure the security of project staff and participants during the intervention. • Willing and able to travel frequently for extended periods and to remote areas of the projects. • Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery or money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on the safeguarding of 	<p>15%</p>



	<p>harm, abuse, neglect, harassment, and exploitation, Fraud, Bribery & Money Laundering for establishing a safe working environment.</p> <ul style="list-style-type: none"> • Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey the IR Child Protection & PSEA Policy and respond accordingly as and when required. • Perform any other duties assigned by the supervisor. 	
	Total	100%

Person Specification:

The post holder must show a good understanding and sympathy with the Islamic values and principles and commitment to Islamic Relief World wide's vision and mission.

Essential:

Knowledge, Skill & Qualification:

- Bachelor Degree in Environmental science, Disaster Management, Climate Change, Geography & Environment etc. or any other relevant discipline or any other equivalent subject.
- Fresh Graduates are encouraged to apply. However, Experience or Knowledge on Climate change adaptation, Disaster Resilience, and locally led Adaptation will be considered as an added advantage.
- The internship duration is initially Six Months & the incumbent shall work five days a week from 9.00 AM to 5.00 PM under the direct supervision of the Programme Coordinator-DRR & CCA.
- Practical knowledge in Facilitation Skills, Reporting & Documentation, Monitoring & Evaluation Skills, Basic Photographic Skills, Financial management, and Self-development.
- Ability to work under pressure and manage workload effectively.
- Supportive, effective, and good team player.
- Proven Expertise in Microsoft Word/Excel/PowerPoint and Basic Internet.
- Working knowledge-Reading/Writing/Speaking/Listening for English & Bengali.

Desirable:

- Practical knowledge in Project Implementation Skill, Social Mobilization Skill.
- Excellent Coordination/Advocacy/Networking/Communication Skills.
- Excellent in Decision making, Conflict resolution, Leadership skills.
- Problem solving & Planning, analytical and organizational skills & Strategic Management.

Apply Instruction:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date **(April 3, 2025)**. Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal-opportunity employer. We encourage applications from all suitable candidates **regardless of race, family/ marital status, ethnicity, disability, class, caste, or religion.**